Request For Hall/Lounge Space by Approved Student Organizations

Please Note: Because of the large number of degree recitals scheduled during the latter part of each semester, the only special event requests that will be considered are those that will take place in the first 7 weeks of the fall semester and first 6 weeks of the spring semester.

All requests must be approved by Kyley Sommer, Residence Life and Student Activities Director.

Date of request:________________________

Organization requesting the hall:_____________________________________________________

Hall requested:________________________ Date requested:______________________________

Start time:____________________________ End time:______________________________

Description of event:______________________________________________________________

Please include type of event (e.g. recital, meeting, benefit concert), reason for the event, and in the case of a performance, all instrumentation. Use the back of this form if you need more room. Performances involving 4 musicians or more will require the approval of the Ensembles Office.

Contact person:______________________________________________________________

Email address:_______________________________________________________________

Telephone:______________________________________________________________

Please fill out this form completely before requesting approval from the Office of Residence Life and Student Activities.

Approved:_____________________________________________ Date:________________

Kyley Sommer, Residence Life and Student Activities Director

Approved:_____________________________________________ Date:________________

Linda Goodwin, Director of Ensemble Operations

PLEASE TAKE THIS COMPLETED AND SIGNED FORM TO CONCERT OFFICE OR REGISTRAR TO RESERVE YOUR SPACE.

Please remember that approval does not guarantee a space in the halls. Hall space is subject to availability.